

City of Medford New Website Information

General Notes:

- ❖ Estimated Beta Testing will begin February 1, 2021
 - Content creation will need to be 30% complete (whole website) to begin Beta Launch (whole website)
- ❖ Estimated website launch is April 2021

Work Sessions – January 12 & January 14

Who should attend: All website content publishers

Content publishers are strongly encouraged to attend one or both work sessions. During these work sessions participants will have an opportunity to start the content creation process, ask any questions that may arise throughout the process and consult with Open Cities experts.

The purpose of these work sessions is to get content publishers started on content creation and make sure you all have what you need to complete this process.

City Website Creation - Planner

Task (Use Website Audit Data)	Start Date – Due Date
Create needed sub-pages and add content to each page	1/11/21 – 1/29/21
Beta Testing Begins	2/1/21
Continue creating sub-pages and adding content to each page	2/1/21 – 3/12/21
Core Team Department Content Review	3/15/21 – 4/2/21
Website Launch	4/5/21

Website Trainings

- Open Cities website training recordings are located on the [X Drive under City Manager's Office → Open Cities Website Trainings](#)

Login Information

- **Log in** to Open Cities: <https://medford.admin.opencities.com/Overview.aspx>
- **Account username** is your first and middle initial combined with your last name @cityofmedford.org
 - Example: atfletcher@cityofmedford.org